

LEAVERS CHECKLIST

Name:
Job title:
Leaving Date:

Please complete and submit this form to Dave Herring (dave@netfm.org).

Please Note - It is an offence under English Law to provide incorrect or misleading information and/or to retain any NetFM property or Business Information following termination of Employment.

Please ensure the following is completed	NO	Action Required	YES	Action Required	Action Completed
If employee is resigning, has a written resignation letter been received?	<input type="checkbox"/>	Request one and send copy to dave@netfm.org	<input type="checkbox"/>	Send copy to dave@netfm.org	<input type="checkbox"/>
If the employee has been dismissed or made redundant, have they received a termination letter?	<input type="checkbox"/>	Ensure letter is given to employee and copy sent to Dave Herring.	<input type="checkbox"/>	Ensure copy is sent to Dave Herring.	<input type="checkbox"/>
Has final Salary been calculated and emailed to dave@netfm.org ?	<input type="checkbox"/>	Calculate final salary payments and email to dave@netfm.org	<input type="checkbox"/>	None	<input type="checkbox"/>
Does the employee have outstanding payments to the Company? e.g. expenses advance, salary advance etc	<input type="checkbox"/>	None	<input type="checkbox"/>	Inform Dave Herring (dave@netfm.org) to deduct amount from final salary payment.	<input type="checkbox"/>
Does the employee have a corporate credit card, and has he/she supplied receipts for all expenditure?	<input type="checkbox"/>	None	<input type="checkbox"/>	Dave Herring to obtain card(s) and destroy or cancel.	<input type="checkbox"/>
Does the employee have a company car?	<input type="checkbox"/>	None	<input type="checkbox"/>	Dave Herring to obtain vehicle and all keys.	<input type="checkbox"/>
Does the employee have a security card – for access to data centres or clients' premises?	<input type="checkbox"/>	None	<input type="checkbox"/>	Dave Herring to obtain the card/s and return to Client on the employee's final day.	<input type="checkbox"/>

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Please ensure the following is completed	NO	Action Required	YES	Action Required	Action Completed
Does the employee have any keys or door security codes?		None		Dave Herring to obtain any keys & change any door security codes. Where relevant locks should be changed.	
Does the employee have any access to NetFM data centres, support or software accounts?		None		Employee and Dave Herring to create list and Dave to remove employee from all accounts. Where relevant passwords for company-wide access should be changed.	
Does the employee have any equipment belonging to the company e.g. mobile phone, laptop etc?		None		Dave Herring to ensure all equipment is returned & signed for.	
Does the employee have access (physical or remote) to any NetFM hardware?		None		Employee and Dave Herring to ensure both physical and remote access to NetFM Hardware is removed and create checklist of these.	
Does the employee have access to IT-based systems (for example email, specific applications, etc)?		None		Employee and Dave Herring to both create list of accessible NetFM Email / Networks / Applications and Dave to ensure access to them is removed.	
Does the employee hold or have access to any Business or Personal information (electronic & paper)?		None		Dave Herring to obtain any information and request Employee to sign to confirm they have returned all information they hold and have held.	



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I confirm that I hold no further NetFM business or personal information, nor any access to emails, systems, networks, equipment or hardware other than reported above. If I do find any information or access details in the future I will not use them, but will inform NetFM and supply them forthwith or destroy them when requested to do so.

Name: Signed: Date: